

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

Supervises and directs the activities of a group of employees on an assigned shift and performs police work of comparable responsibility in the direction of traffic control, investigation, and enforcement.

Work of this class involves supervisory responsibility for the police work of subordinates on an assigned shift and responsibility for the specialized duties which he personally performs. Work is performed in accordance with established departmental routines and regulations. Instructions are received orally or in writing from a superior officer who reviews work through observation, inspection, and evaluation of reports submitted.

EXAMPLES OF WORK

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Inspects equipment and appearance of police officers at roll call; assigns men to posts; reads orders and gives special instructions; patrols city and observes police officers and other lower ranking officers at work offering assistance, making suggestions, or giving instructions for better performance of duties;

Receives complaints, larceny reports, etc.; dispatches officers answers inquiries of the public;

Conducts the primary investigation of major crimes, traffic violations, and traffic accidents;

Interrogates suspects, victims, witnesses, and informers to obtain information or evidence regarding crimes, accidents, or suspicious conditions;

Makes arrests and reviews arrests made by subordinates to insure that prisoners are properly booked, photographed, and fingerprinted;

Operates a communications system and supervise the preparation and maintenance of important reports and records;

Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES

Thorough knowledge of the rules and regulations of the Police Department, of pertinent Federal and State laws and local ordinances;

Considerable knowledge of modern methods of criminal investigation and identification and of police work in general;

Good knowledge of the city's geography;

Ability to command the respect of officers, and to assign, instruct, and review their work;

Ability to deal with the public in a firm, but courteous, manner;

Ability to write clear and comprehensive reports;

Ability to analyze complex police problems and situations and to adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances.

QUALIFICATION REQUIREMENTS

Must be a regular and permanent employee in good standing in the class of Police Lieutenant with the Plaquemine City Police Department immediately preceding closing date for application to the board;

Must be not less than twenty-five (25) years of age;

Must successfully pass a medical examination assuring good health and physical abilities sufficient, in the opinion of the Board, to indicate satisfactory performance of required work;

Must pass Civil Service examination testing aptitude for beginning work in this class.